



King County

Invites Applications for the Position of:

Finance Services Administrator

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 04/18/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 05/09/16 04:30 PM (GMT -8:00)

SALARY: \$95,056.00 - \$120,494.40 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF05748

SUMMARY:

The **Department of Judicial Administration (DJA)**, also known as the **Superior Court Clerk's Office**, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a **Finance Services Administrator** who will be the Customer and Financial Service Manager for DJA. We are looking for a **strong leader** to manage the work of a busy division charged with financial and records management and providing excellent customer service.

WHO MAY APPLY: This position is open to all candidates that meet the qualifications. The Department of Judicial Administration values diverse perspectives and life experiences, and encourages people of all backgrounds to apply.

WORK LOCATION: King County Courthouse, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 40-hour week position; Monday through Friday, 8:00 a.m. - 5:00 p.m.

FORMS AND MATERIALS REQUIRED: A King County application form, resume and letter of interest detailing your background and describing how you meet or exceed the minimum qualifications are required for this position.

Please note that you can attach multiple documents to your application. Your options are:

*Copy and paste one or more documents into the text resume section of the application.

*Attach multiple documents/files in the resume attachment section.

CONTACT INFORMATION: Please direct questions about this position to Teresa Bailey at 206-477-0768 and questions about the recruitment to Joy Fernandes at 206-477-0774.

JOB DUTIES:

- **Manage and direct** all activities of the Customer and Financial Services Division of the Department of Judicial Administration.
- **Manage** the Superior Court's **trust fund of over \$25 million dollars** and an **annual cash flow of \$150 million dollars**.
- **Prepare revenue forecasts** for the Department.
- **Design and develop** clear, concise and accurate **financial reports** as a basis for decision making and control.
- Responsible for Departmental **policy development and implementation** in all areas of customer service, superior court records access, exhibit management and control, collection of court ordered legal financial obligations, and financial management.
- **Manage and direct** division activities emphasizing the efficient allocation of resources, accuracy of judgment recording, enforcement of internal audit controls, and accounting principles, and adherence to records management policies in accordance with the Department's mission statement.
- **Participate in various statewide committees** and contribute ideas to the development of new codes or modification of existing codes/rules that will impact statewide financial activities and/or judgment recording.
- **Develop short and long term strategies** to respond to the Court and the public's needs.
- Responsible for the **management** of three supervisors and 50+ division staff in three sections: Cashiers and Collections, Accounting/Disbursements and Judgments, Customer Services and Records Access.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Graduation from a college or university with major coursework in accounting and five years of progressive management experience in a large governmental or private organization, with well-developed skills in the primary functions listed above, one year of which should have been in a responsible supervisory capacity.

- Thorough knowledge of professional accounting principles, theories, Generally Accepted Accounting Principles, other Government Accounting Standards Board Guidance, Generally Accepted Auditing Standards, and concepts and terms and experience supervising accounting functions.
- Considerable knowledge of electronic data processing methods and techniques as applied to accounting functions.
- Ability to interpret, organize and present financial data in a clear and concise manner.
- Knowledge of the principles and practices of management and supervision of professional, technical and clerical employees. Skill in developing direct reports and motivating employees.
- Ability to develop and implement strategic processes and create effective operational procedures.
- Knowledge of and ability to promote diversity, equity and social justice issues in an organization.
- Excellent oral and written communication skills. Ability to communicate diplomatically on sensitive issues. Ability to manage a variety of programs and projects simultaneously.
- Any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

DESIRABLE QUALIFICATIONS: The most competitive candidates will possess:

- A master's degree in Business Administration
- CPA certification
- Knowledge of court processes, records management, legal terminology, civil, criminal and juvenile laws, local and state court rules
- Experience managing customer service delivery in a complex organization or public service setting
- Experience speaking publicly to a wide variety of audiences

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS: No felony convictions in the last ten years; valid driver's license.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.